

## **Procedures to Close the Polls**

Polls close at 9:00 p.m.

VOTERS ALREADY IN LINE MUST BE PERMITTED TO VOTE.

### **Canvassing the Machine**

1. Insert the #2 key into the #2 lock. Turn down the key to turn the machine “off.”
2. Open the back of the voting machine with the #3 key.
3. Two (2) inspectors one from each party, read the vote totals from the back of the voting machine loudly and clearly.
4. Two (2) inspectors record the numbers on the canvass sheet and yellow tally sheet.

### **Paper Roll**

1. If the date line is no longer visible, cut the paper roll.
2. Pull out Latch “A” which is to the left of the paper roll.
3. Loosen the paper on the upper roll and cut the paper all the way across the upper roll.
4. Making sure Latch “A” is still out, pull the paper off the lower roll.
5. After canvassing the write-in votes (even if there are none) label the paper with your L.D./Town and Election District and sign it.
6. Carefully fold the paper and return it to the Board of Elections in the Paper Roll Return Envelope.
7. Tally the write-in votes on the canvass sheet.
8. If the date line is no longer visible, cut the paper roll.
9. Pull out Latch “A” which is to the left of the paper roll.
10. Loosen the paper on the upper roll and cut the paper all the way across the upper roll.
11. Making sure Latch “A” is still out, pull the paper off the lower roll.
12. After canvassing the write-in votes (even if there are none) label the paper with your L.D./Town and Election District and sign it.
13. Carefully fold the paper and return it to the Board of Elections in the Paper Roll Return Envelope.
14. Tally the write-in votes on the canvass sheet.

## **Closing the Polls – Lock-Up and Re-Pack Supplies**

1. Replace the Handicap Accessible crank.
2. Close and lock the back of the voting machine with the #3 key.
3. **Complete the “...when the polls close section”, of the Statement of Canvass and all four (4) inspectors must sign it.**
4. Seal the poll ledger with the two stickers provided in the “chairperson envelope.”
5. Re-Pack carefully. Separate ORANGE DOT items from the other materials and place in ORANGE DOT bag. DO NOT place orange dot items in the machine.
6. Place signs, maps, pencils, poll markers, privacy screen, instructions, the street guide and like items in one bag and place in the voting machine.
7. Place the poll ledger, return envelopes, certificates of service, city payroll sheets, challenge report, call-in sheet, notes sheets, and unused forms in the other bag and place in the voting machine.
8. Never throw any written materials away.
9. Secure the seal in the entrance button.
10. Lock the front of the voting machine with the #3 key.
11. If one is present, bring the flag inside the polling site.
12. Place machine keys in orange dotted return key envelope.
13. Inspectors do not need to cover the machine and should not wait for the machine to be picked up.
14. Return **orange dot** items to the designated location.